



EPAP EXPANDED PROFESSIONAL
ASSOCIATES PROGRAM

Expanded Professional Associates Program (EPAP) Annual Spring-Summer Vacancy Announcement

Summary

The Department is pleased to announce that applications will be accepted for 2017 Spring-Summer EPAP positions from February 15 to March 1, 2017, through USAJobs.gov. The regional bureaus and the Bureau of Information Resource Management (IRM) will advertise positions with vacancies opening through August 31, 2017.

Vacancy Announcement and Open Positions

Family members are invited to apply for advertised positions at the post to which their sponsoring employee is assigned. Applications will be submitted via www.usajobs.gov. **The vacancy announcement will open Wednesday, February 15, 2017, at 12:01 a.m. EST and close at 5:00 p.m. EST on Wednesday, March 1, 2017.** Candidates must be at post or arriving at post within six months from the date when the position is available. Candidates are expected to serve a minimum of one year in a position, and thus, their sponsoring employee should have at least one year remaining on their overseas posting from the EFM's start date.

Please note that more positions are advertised than will be filled because there is no guarantee that there will be a qualified family member available for all positions. Alternatively, due to the limited number of positions worldwide and centralized funding, the regional bureaus and IRM may not be able to fill an advertised position even if there are qualified candidates. The regional bureaus and IRM may only fill up to the number of anticipated vacant positions due to budgetary constraints.

Since 2015 (REFTEL) posts may choose to self-fund ICASS EPAP positions. Those positions will also be advertised in the 2017 Spring-Summer centralized vacancy announcement. The application process is the same regardless of the funding source.

The regional bureaus and IRM have reported the following numbers of available and advertised positions:

Bureau	Total Authorized	Authorized Available to Fill	Post-Funded ICASS to Fill	Total Advertised
AF	25	7	4	11
EAP	37	16	7	32
EUR	45	19	11	35
IO	5	2	0	2
NEA	27	10	3	15
SCA	27	11	2	18

WHA	34	7	0	7
IRM	50	15	0	20
Total	250	87	27	140

EPAP Professional Associate positions are equivalent to entry-level Foreign Service Officer and Specialist positions and use the entry-level position descriptions (PDs) classified by the Office of Resource Management and Organization Analysis (HR/RMA). PDs and the specific Description of Duties for each advertised position may be requested from the respective EPAP Bureau Representative by email:

AF-EPAP@state.gov
EAP-EPAP@state.gov
EUR-IO-EPAP@state.gov
NEA-EPAP@state.gov
SCA-EPAP@state.gov
WHA-EPAP@state.gov
IRM-EPAP@state.gov

The current list of advertised positions may be found on the FLO website: www.state.gov/flo/epap. Please note the list of positions may change before the vacancy announcement is released. A final list of the advertised positions will be posted when the vacancy announcement opens on February 15, 2017.

Once the application period ends, regional bureaus will review the applications to confirm eligibility. Regional bureaus and IRM will determine whether the applicant meets the Qualification Standards and will then forward the list of qualified candidates (including those candidates who have been previously qualified for the appropriate EPAP area and who have submitted a complete application package for this Spring-Summer vacancy announcement) to the posts. Posts will conduct any required testing and schedule interviews. The regional bureaus will notify candidates of the status of their application throughout the process.

Positions that remain unfilled following this vacancy announcement, or that subsequently become vacant, will return to the regional bureaus with the exception of EPAP-IM positions, which will return to the IRM bureau. These positions will be filled through advertisement directly at posts selected by the regional bureaus and IRM after they have reviewed their human resource needs.

Additional Information

Additional details on the application process, including a checklist of required documents, the Qualification Standards, and a tip sheet with suggestions on completing an application online, are available on the FLO website: www.state.gov/flo/epap. For questions regarding the program, please email FLOAskEPAP@state.gov.